

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

23 June 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-068**

**POSITION:** Training Technician (D1448000) (GS-1702-06/07) EXCEPTED POSITION

**LOCATION:** 101st Force Support Squadron, Bangor, Maine

**SALARY RANGE:**

\$35,256 to \$45,828 per annum GS-06

\$39,179 to \$50,932 per annum GS-07

**CLOSING DATE:** 14 July 2014

**AREA OF CONSIDERATION:**

**AREA I:** All permanent and indefinite Enlisted (**E7 and Below**) Maine Air National Guard Technicians.

**AREA II:** All Enlisted (**E7 and Below**) members of the Maine Air National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-06 or GS-07 level. If filled at the GS-06 level, the individual selected may be promoted to GS-07 level without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Progressively responsible clerical experience or other work which demonstrates the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

**SPECIALIZED EXPERIENCE:** Must have nine (9) months experience for the GS-06 level or twelve (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

**GS-06**

1. Ability to develop, administer, and evaluate education/training programs.
2. Ability to gather data and compile plans and reports.
3. Ability to coordinate and control testing programs.

**GS-07**

1. Ability to develop, administer, and evaluate education/training programs.
2. Ability to secure facilities and coordinate training.
3. Skill in using automated systems
4. Knowledge of Air National Guard formal school process.

**COMPATIBILITY CRITERIA:** 3S0X1, 3S2X1, 3S3X1     **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**MILITARY ASSIGNMENT: 3S271**

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of a Training Technician **Applicant must provide a copy of an unofficial or official transcripts to receive credit.**

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application,

applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER;

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Classification)

**D1448000**

a. INTRODUCTION:

This position is located in the Base Education and Training Office, within an ANG Military Personnel Flight of an ANG flying wing. The purpose of this position is to prepare, process, monitor, perform, and carry out programs or significant portions of programs under the direction of the Base Education and Training Manager.

b. DUTIES AND RESPONSIBILITIES:

(1) Accomplishes formal training actions through the Pipeline Management System (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Reviews ANG formal school allocations through the Training Opportunities Network (TOPNET) and Electronic Training Catalog Application (ETCA). Maintains generated listings of personnel attending school. Coordinates with higher headquarters, as necessary, to support formal school requirements for mandays and funding. Receives course booking forms and line numbers. Assists students with preparations to enter school, including preparing orders and out processing students. Serves as unit point of contact to resolve any problems encountered by students during formal training courses. Receives formal school student training reports on students, and graduation certificates upon completion of training, and forwards them to the unit training manager. Following completion of formal training, processes students into the unit, and documents completion of training and award of skill level.

(2) Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs. Conducts quarterly inventory of safe containing CDC test material in accordance with regulatory guidance. Enrolls personnel in CDC courses and monitors progress. Administers and controls end of course examinations. Maintains records of personnel participating in the ECI/CDC programs and enters data into the personnel data system relative to course taken, course completion and test scores. Acts as test control alternate and administrator for ECI testing (CDC and Professional Military Education courses). Conducts quarterly inventory of test materials. Captures data and accomplishes automated updates to reflect changes that result in classification actions.

(3) Ensures Unit Training Managers (UTMs), Additional Duty Training Managers (ADTM), supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training (OJT). Maintains current computer-generated management information product listings of all personnel on (OJT). Ensures trainees meet all requirements for completion of training prior to upgrade of skill level. Identifies non-productive personnel in OJT status, and recommends appropriate corrective action to supervisors, unit training personnel, and commanders. Coordinates arrangements for locally requested training facilities and equipment. Processes Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance. Assists in evaluating the administration and effectiveness of each serviced unit OJT program during Staff Assistance Visits (SAVs).

(4) Consults with and assists various personnel involved with the military training program. Prepares, directs, controls, and instructs the Air Force Training Course. Conducts workcenter visits. Develops, analyzes, oversees, and facilitates unit and individual training programs. Advises commander, supervisors, training managers, trainers, certifiers, and trainees on unit training program progress and issues.

(5) Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Conducts audits to ensure all personnel are qualified to maintain appropriate Air Force Specialty Codes (AFSCs). Reviews and processes requests for waivers, involving training and retraining, and forwards with locally generated recommendations for approval by higher authority. Monitors and accomplishes officer AFSC upgrade actions. Manages the Special Experience Identifier (SEI) Program for the base.

(6) Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Ensures that departing personnel have in their possession orders, records and reporting instructions. Prepares school tour orders via MAPPER. Counsels members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met.

(7) Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974.

(8) Maintains administrative suspense, publication files and records within the section; provides safeguards for CDC test materials; prepares reports, correspondence, requisitions forms, publications and maintains records sets of special orders on approved school tour applications and ensures formal school tour workdays and funding is available.

(9) Accomplishes Community College of the Air Force (CCAF) registration and enrollments for assigned members. Ensures progress reports reflect proper semester hours of Air Force schooling and that transfer credits are applied from local colleges/universities or credit by examinations. Counsels full-time and traditional guardsman of CCAF standing and general educational requirements to complete an Associates in Applied Science Degree. Maintains CCAF and local college catalogs as general reference publications for proper counseling techniques.

(10) Administers and directs the base level Defense Activity for Non-Traditional Education Support (DANTES) programs. These programs include examination of basic skills, e.g., GED; college credit by examination, e.g., CLEP; postsecondary admissions testing, e.g., ACT, SAT, GRE; and guidance and skills assessment inventories. Also included are independent study programs available from regionally accredited colleges and universities; military evaluation programs e.g. college credit for military experience and training; experiential learning assessment programs; college credit for volunteer or vocational experiences; and external degree programs which offer flexible schedules, incorporate nontraditional education, and have little or no residency requirement. In addition, requisitions materials from DANTES and maintains a

reference library of appropriate publications. Markets programs to unit members and counsels them on those programs that will assist them in meeting their education objectives.

(11) Maintains liaison with higher headquarters; local schools, colleges and universities; the state Department of Education, etc.

(12) Performs other duties as assigned.